



2006

# Native Hawaiian Library Services Grant Application and Guidelines

*Application Deadline: May 15, 2006*

# NATIVE HAWAIIAN LIBRARY SERVICES

## *Grant Application and Information*

Fiscal Year 2006

### **What Is IMLS?**

The Institute of Museum and Library Services (IMLS), an independent agency within the Executive Branch, was established by an Act of Congress in 1996 to improve museum, library, and information services. Within IMLS, the Office of Museum Services was established to encourage and assist museums in modernizing their methods and facilities so that they may be better able to conserve our cultural, historic, and scientific heritage; and to ease the financial burden borne by museums as a result of their increasing use by the public. The Office of Library Services was established to consolidate federal library programs, to stimulate excellence, and promote access to resources in all types of libraries for individuals of all ages, to promote library services that provide access to information through electronic networks, to provide linkages among and between libraries, and to promote targeted library services to people of diverse backgrounds and abilities.

IMLS provides support to all types of libraries through grants to states and through discretionary programs. For many museums, IMLS is the only source of federal support. The National Museum and Library Services Board, a presidentially appointed body confirmed by the Senate, provides policy advice to the director of IMLS.

### **For more information call or write:**

Institute of Museum and Library Services  
1800 M Street, NW, Ninth Floor  
Washington, DC 20036-5802  
(202) 653-IMLS (4657)

E-mail: [imlsinfo@imls.gov](mailto:imlsinfo@imls.gov)

Web site: <http://www.imls.gov>

TDD (for hearing-impaired people): (202) 653-4699

Visually or learning-disabled people may obtain assistance in acquiring a cassette recording of this or any other IMLS grant information and guidelines booklet by contacting IMLS.

### **Burden Estimate and Request for Public Comment**

The time required to complete this information collection is estimated to average ten hours per response, including the time to review instructions, search existing data resources, gather the needed data, and complete and review the information collection. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Institute of Museum and Library Services, 1800 M Street, NW, Ninth Floor, Washington, DC 20036-5802; and to the Office of Management and Budget, Paperwork Reduction Project (3137-0029, 01/31/2007), Washington, DC 20503.

CFDA No. 45.311



Dear Colleague:

It is a pleasure to present the guidelines for the FY 2006 Institute of Museum and Library Services Native Hawaiian Library Services grants. This booklet contains the application forms and instructions needed to prepare and submit an application.

The Institute of Museum and Library Services is committed to creating and sustaining a “nation of learners.” We do this by helping libraries and museums enhance learning in families and communities, sustain cultural heritage, build 21st-century skills, and increase civic participation.

Native Hawaiian Library Services grants support projects that increase access to and use of Hawaiian language resources, improve children’s reading skills, and help Native Hawaiians acquire literacy, computer, and employment skills. These funds may be used to create or support partnerships and networks among all types of libraries, other agencies, community-based organizations, and governmental bodies. We place particular emphasis on initiatives that provide enhanced services to underserved communities and people who have difficulty using or accessing libraries.

We are confident that in FY 2006 this grant program will continue to improve library services to Native Hawaiians.

Sincerely,

Mary L. Chute  
Acting Director



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**PART I**  
**GUIDELINES**

## Eligibility

Native Hawaiian Library Services grants are available to nonprofit organizations that primarily serve and represent Native Hawaiians (as the term is defined in section 7207 of the Native Hawaiian Education Act). The term “Native Hawaiian” means an individual who is a citizen of the United States and a descendant of the aboriginal people who, prior to 1778, occupied and exercised sovereignty in the area that now comprises the State of Hawaii.

## Purpose of Program

Native Hawaiian Library Services grants support library services to the Native Hawaiian community to enhance existing library services or to implement new library services, particularly as they relate to the following:

- expanding services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages,
- developing library services that provide all users with access to information through local, state, regional, national, and international electronic networks,
- providing electronic and other linkages between and among all types of libraries,
- developing public and private partnerships with other agencies and community-based organizations,
- targeting library services to help increase access and ability to use information resources for individuals of diverse geographic, cultural, and socioeconomic backgrounds, individuals with disabilities, and individuals with limited functional literacy or information skills, and
- targeting library and information services to help increase access and ability to use information resources for persons having difficulty using a library and for underserved urban and rural communities, including children, from birth to age 17, from families with incomes below the poverty line (as defined by the Office of Management and Budget).

## How Grants Are Made/Application Review and Evaluation

If more than one application is received, applications will be evaluated by individual field review and/or panel review. Reviewers will have expertise in the types of activities identified in the proposed projects. Reviewers will be drawn from professionals in the field and from areas of expertise as determined by the director. The director will make funding decisions based on the evaluations by reviewers and the overall goals of the Native Hawaiian Library Services program.



## Data Universal Numbering System (DUNS)/ Taxpayer Identification Number (TIN)

To improve the statistical reporting of federal grants and cooperative agreements, the Office of Management and Budget has directed all federal agencies to require all applicants for federal grants to provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number when applying for federal grants or cooperative agreements on or after October 1, 2003. The DUNS number will be required whether an applicant is submitting a paper application or using the governmentwide electronic portal (E-Grants).

Organizations should verify that they have a DUNS number or take the steps needed to obtain one. Organizations can receive a nine-digit DUNS number at no cost by calling the dedicated toll-free DUNS Number request line at 1-866-705-5711 or by visiting <http://www.dnb.com/us/>.

The Taxpayer Identification Number is a nine-digit identification number used by the Internal Revenue Service (IRS) in the administration of tax laws. It is issued either by the Social Security Administration (SSA) or by the IRS. A Social Security Number is issued by the SSA whereas all other TINs are issued by the IRS. An Employer Identification Number (EIN), also known as a federal Tax Identification Number, is a nine-digit number that the IRS assigns to business entities. The IRS uses this number to identify taxpayers that are required to file various business tax returns.

If your organization does not have a DUNS or TIN number, your application will be rejected.

## Conditions of a Grant

### GRANT PERIOD

Funds must be expended within the one-year grant period. The grant period begins October 1, 2006, and ends no later than September 30, 2007. A one-time no-cost extension to the grant period may be requested from the associate deputy director for Library Services. A request for an extension must be made in writing no later than ten days before the end of the grant period.

### AMOUNT OF GRANT

The total amount available for the Native Hawaiian Library Services grant program is \$519,700. More than one grant may be awarded. Applicants may be granted an amount less than that requested. Grants will be made in September 2006 from FY 2006 funds.

### USE OF FUNDS

Native Hawaiian Library Services grant funds may be used only for the costs of the project, such as costs for salaries for library personnel, library materials (including books, journals, electronic resources, and equipment), library project supplies, telecommunication services and equipment, and fees for participation in networks and consortia that provide the library with direct services. No more than 15 percent of the granted funds may be used for indirect costs, unless the applicant has a current, federally negotiated indirect cost rate.

### LIMITS ON USE OF FUNDS

Grant funds may not be used for construction, contributions to endowment funds, social activities, ceremonies, entertainment, or pre-grant costs. All listed expenses, including all cost sharing, must be incurred during the grant period. Governmentwide cost principles apply.

### COST SHARING

Cost sharing is encouraged but not required in this program. **IMLS does not allow federal funds to be used for cost sharing.**

**All cost-sharing expenses must be incurred during the grant period, not before or after. Grant recipients must maintain documentation of cost sharing for reporting purposes to IMLS.** In-kind contributions may be used for cost sharing if they specifically relate to the grant project. If any funds are to be contributed as cost share by sources other than the applicant or its official partners, the applicant must identify whether the commitment of funds is assured or pending. If the funds are assured, the applicant should include a letter from the source affirming its commitment. If the funds are not assured, the applicant should describe its plan for meeting the promised cost share from other sources in the event that the pending funds are not received. Governmentwide uniform administrative rules and requirements apply.

Your cost sharing may consist of:

- cash contributions (funds allocated directly to the project by the applicant or a third party), and
- in-kind contributions (the value of noncash contributions provided by the applicant or a third party, e.g., staff time [if salaries are not paid with federal funds], volunteer time, materials and supplies, and services).

**The limitation on using federal funding as cost share applies to salaries, equipment, services, etc., funded by federal dollars.** Costs such as rent (if space is owned by the grant recipient), utilities, and insurance are considered to be part of indirect costs and will not be accepted as direct costs requested from IMLS, or as part of direct cost in-kind contributions if an indirect cost rate or the 15 percent administrative fee is charged to the project. If personnel or resources funded by federal dollars are a part of the project design and/or management plan, their role may be described in the application narrative. Indirect costs may be used as cost sharing. Indirect costs, often referred to as overhead costs, are not attributable to a specific project or activity of an organization.

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**MAINTENANCE  
OF EFFORT**

Any organization receiving a Native Hawaiian Library Services grant must expend the same amount for library services, exclusive of the grant amount, during the grant period that was expended in the 12-month period immediately preceding the grant period.

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**COPYRIGHT/  
WORK  
PRODUCTS**

IMLS requires acknowledgment of IMLS assistance in all publications and other products resulting from the project. Products should be distributed free or at cost unless the recipient has received written approval for another arrangement. The recipient may copyright, with written permission, any work that is subject to copyright and was developed, or for which ownership was purchased, under an award. IMLS reserves, for federal government purposes, a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use the work and authorize others to reproduce, publish, or otherwise use the work. IMLS requires that awardees provide three copies of any products produced with IMLS funds to IMLS with the final reports. Generally, a beta version of software developed on an IMLS-funded project must be provided to IMLS as a product of the grant. Consult with IMLS regarding software development projects.

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**NOTIFICATION  
OF GRANT**

No information about the status of an application will be released until all applications have been reviewed and all negotiations are concluded. IMLS will notify applicants of final decisions in September 2006.

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**PAYMENT,  
ACCOUNTING,  
MANAGEMENT,  
AND  
REPORTING  
PROCEDURES**

A federal accounting office handles the payment of Native Hawaiian Library Services grants. Grant recipients may request cash advances or reimbursements as needed during the project period. Final reimbursement requests must be made within ninety days after the end of the grant period. Payments are made electronically.

IMLS requires grant recipients to maintain a restricted account for funds received during the project period. They do not need to maintain a separate bank account for IMLS grant funds; however, they must establish and maintain a separate accounting category within an internal accounting system to show that the funds have been used for project costs only. This restricted accounting record must be adequate to satisfy normal auditing procedures. Grants are subject to the provisions of Office of Management and Budget audit requirements. In addition, governmentwide uniform grant administrative rules and requirements apply.

Grant recipients are required to submit a six-month interim performance report as well as a final performance report and a final financial report. The interim report must be submitted within thirty days after the end of the reporting period. Final performance and financial reports are due within ninety days after the close of the grant period. IMLS will provide reporting instructions.

## Application Evaluation Criteria

The four criteria listed below should be addressed in an application narrative of **eight** pages or less. Because reviewers base their evaluations only on the information presented in the application, it is important that applicants prepare a clear, concise, well-organized document. Applicants must address all of the evaluation criteria in the same order in which they are listed below. Each criterion should be used as a heading and followed by a comprehensive description.

### 1. ASSESSMENT OF NEED

Include an assessment of need as it relates to the community and the library. Include information such as:

- a description of the community,
- the current status of the library, including baseline data that will be used to measure success of outcomes at project completion, and
- what needs will be met by the goals of this project and how those needs were determined.

### 2. PROJECT DESIGN AND EVALUATION PLAN

Include a description of the proposed project plan. Include information such as:

- clear goals and objectives,
- action steps and activities to implement the project,
- evidence that the project is of sufficient scope to create positive change in library services to the community,
- a plan to monitor and assess progress of project,
- a plan to evaluate the impact of the project; i.e., measurement of outcomes for each objective, measurement of community satisfaction, and documenting final results, both expected and unexpected, and
- a plan to maintain and continue the positive changes after the period of federal funding.

### 3. PROJECT RESOURCES: BUDGET, PERSONNEL, AND MANAGEMENT PLAN

Describe the resources that will be made available for completing the proposed project. Include information such as:

- evidence that the applicant will effectively complete the project activities through the deployment and management of resources including money, facilities, equipment, and supplies,
- evidence that the project personnel demonstrate appropriate experience and expertise and will commit adequate time to accomplish project goals and activities,
- a description of reporting relationships for personnel and oversight responsibilities for the project,

- what other federal or nonfederal resources will be used to carry out the proposed project, and
- evidence that there is a record of sound financial planning and management.

**Note:** Resumes or vitae of **no more than two pages** each for all personnel involved in project activities must be included. Include position descriptions for new positions for which IMLS funding is requested. You do not need to identify persons to be hired for new positions.

#### 4. IMPACT AND INTENDED RESULTS

- Describe how this project will impact library services to your community.
- Describe any innovative approaches you will use.
- Describe what aspects of this project could be replicated by other native libraries.
- Describe how project results and lessons learned will be disseminated locally and to the Native Hawaiian library community at large.

#### PROJECTS INVOLVING DIGITIZATION

If a proposed project involves digitization, the Specifications for Projects That Develop Digital Products form on pages 2.9–2.12 must be completed. The Guidance for Projects That Develop Digital Products on the following page is intended to assist the applicant in learning more about digitization projects. If the proposed project does not include digitization, the Specifications form is not required.

## Guidance for Projects That Develop Digital Products

### INFORMATION TO INCLUDE IN PROPOSAL

In the proposal narrative, include a description of the subject matter and its significance, including relationships to related digital content. Explain how the material to be included in the project was or will be selected. Describe the additional value that the project will bring to the materials, such as enabling innovative new uses or attracting new audiences. Describe how potential users will discover the new digital material. The application also includes a form, Specifications for Projects That Develop Digital Products (see pp. 2.9–2.12), that must be completed and submitted with the application.

### INTEROPERABILITY

Project design should demonstrate the use of existing standards and best practices for digital material where applicable, and products should be interoperable with other digital content. Grantees creating digital collections are expected to participate in the IMLS Digital Collections Registry currently operated by the University of Illinois at Urbana-Champaign. The Grainger Library has created a registry and a metadata repository of collections digitized with IMLS funding. (See the project site at <http://imlsdcc.grainger.uiuc.edu/about.htm>.)

### DIGITIZATION PLANS

Projects that include digital conversion are strongly encouraged to develop a digitization plan before writing the grant application, and to include a copy of the plan as an appendix to the application.

### RESOURCES FOR DIGITAL PROJECTS

IMLS has published *A Framework of Guidance for Building Good Digital Collections* as a resource for applicants planning digital projects, which is now maintained by the National Information Standards Organization (NISO). Available at <http://www.niso.org/framework/Framework2.html>, the second edition of this document contains links to many Web sites with useful information for planning and implementing digital projects. IMLS offers a wealth of information, including lists of funded digital projects, at the Digital Corner on the IMLS Web site at <http://www.imls.gov/about/digitalcorner.shtm>.

## Preparing the Application Package

An application requesting a grant through the Native Hawaiian Library Services program of the IMLS must include the following materials organized in the order listed:

1. Face Sheet
2. Native Hawaiian Library Services Grant Information Form
3. Abstract
4. Narrative (maximum of eight pages)
5. Budget (Detailed, Summary, and Budget Justification)
6. Current, federally negotiated rate agreement for indirect costs, if applicable
7. Specifications for Projects That Develop Digital Products, if applicable
8. Schedule of Completion
9. Proof of not-for-profit status
10. Proof of eligibility
11. Three-Year Plan for 2007–2009
12. Appropriate attachments, such as:
  - Resumes of all staff involved in project (maximum of two pages each)
  - Position descriptions for new positions for which IMLS funding is requested
  - Needs assessments or other pertinent documentation
  - Letters of support; letters of commitment
  - Organizational chart

**Original and copies:** The applicant must submit one original (with original signature of authorized representative/authorizing official) and **SIX** copies of the entire application, plus **TWO** additional copies of the Face Sheet. Do not place the original or copies in binders or notebooks.

**Electronic copies of application materials:** Applicants are requested to send an electronic copy of the information on the Face Sheet, including the 200-word project description, and the abstract, narrative, and specifications for digitization (if applicable) on a 3.5-inch disk or CD, formatted as a text file (.txt) or rich text file (.rtf).

**Formatting requirements:**

- Use 8.5 x 11-inch paper.
- Leave a margin of at least 0.5 inch on all sides.
- Print on only one side of each page.
- Number each page of the entire application.
- Print in 12-point typeface with no more than six lines per vertical inch and standard spacing between letters. Condensed fonts are not acceptable. Handwritten applications will not be accepted.

No submitted application materials will be returned.



## Instructions for Completing the Application

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### FACE SHEET

The Face Sheet is provided on pages 2.3–2.4 of the Application Forms section of the guidelines.

#### **Item 1: Applicant Organization**

Enter the legal name of the organization that is making the application, and its mailing address, Web address, and DUNS and TIN numbers. Please make sure also to include the Zip + 4 and the Congressional District in this address. To find your Zip + 4 code, please go to <http://zip4.usps.com/zip4/welcome.jsp>. To find your Congressional District, please visit <http://www.house.gov> and enter the address including the Zip + 4.

#### **Item 2: Project Information**

Enter the title of your Native Hawaiian Library Services grant project. Enter a brief description of the proposed project's goals. Enter the grant period start date and end date.

#### **Item 3: Project Director**

Enter the name, address, and contact information of the person (project director) who will be responsible for carrying out the project and who will serve as the primary contact with IMLS regarding the progress achieved under the grant.

#### **Item 4: Primary Contact/Grants Administrator**

If the project director performs all the grant administration tasks as well, check the "same as project director" box and go to the next item. If your organization has someone separate from the project director who manages the grant administration tasks, fill in that person's information here.

#### **Item 5: Type of Applicant**

Check the type of applicant organization that applies.

#### **Item 6: Authorized Representative/Authorizing Official**

Enter the name, address, and contact information of the person (authorized representative/authorizing official) who has the authority to apply for federal support of the organization's activities and enter into legal agreements in the name of the organization. (In those rare instances when a person who would normally serve as the authorized representative/authorizing official is the project director, the name, title, address, etc. of the person to whom the project director reports should be entered here and that person should sign the application.)

The authorized representative/authorizing official must sign and date the Face Sheet. Photocopies or stamps of signatures will not be accepted on the original form.

The Native Hawaiian Library Services Information Form is provided on page 2.5 of the Application Forms section of the guidelines.

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### PROGRAM INFORMATION FORM

**Item 1: Organizational Unit**

If an entity other than the applicant organization is going to administer this grant, enter the name and complete address of that entity here.

**Item 2: Institutional Profile**

Use the space provided or attach a separate sheet to provide an organizational profile of no more than one page that identifies the organization's mission, service area and levels of service, placement within a parent organization (if applicable), and where within the organization the responsibility for the management of the proposed project would be assigned.

**Item 3: Supported Activities**

Check all applicable boxes next to the activities that will be supported by the grant. These activities are the focus of the Library Services and Technology Act (LSTA) and are not listed in priority order.

**Item 4: Amount Requested**

Enter the amount that is requested from IMLS, both direct and indirect costs, from the Summary Budget.

**Item 5: Cost Share**

Enter the amount of cost sharing, both direct and indirect, from the Summary Budget.

**Item 6: Project Costs**

Enter the amount of all project costs from the Summary Budget.

**Item 7: Digitization**

Specify (Yes or No) whether this is a digitization project.

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**ABSTRACT**

A project abstract of no more than one page, single spaced (600-word maximum), should be a self-contained description of the project, containing a statement of objectives and methods to be used as well as anticipated results and outcomes.

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**NARRATIVE**

A narrative of no more than **eight** single-spaced, one-sided pages should address the Application Evaluation Criteria, which are listed on pages 1.7–1.8, and are as follows:

1. Assessment of need
2. Project design and evaluation plan
3. Project resources: budget, personnel, and management plan
4. Impact and intended results

The narrative should provide a comprehensive description for each of the criteria and they should appear in the order listed. Make it clear to reviewers why you are proposing the project, what the project entails, how the activities will be accomplished, who will be involved, when the activities will take place, and how the project will be managed, evaluated, and sustained after the grant period.

Because reviewers base their evaluations only on the information presented in your application, it is important that you prepare a clear, concise, well-organized document. IMLS has created an outcome based project planning and evaluation tool that is available on the IMLS Web site at [http://e-services.imls.gov/project\\_planning/](http://e-services.imls.gov/project_planning/).

If your project involves copyrighted materials, please indicate what has been done to secure the necessary permissions to copy or publish the materials.

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## BUDGET

The IMLS Native Hawaiian Library Services grant application includes three elements to describe the costs of a proposed project: a Detailed Budget, a Summary Budget that describes costs for the entire project, and a Budget Justification that explains all components of the Detailed Budget. As you calculate your budget, round off to the nearest dollar and be certain to check your math.

IMLS has provided instructions below on what information to include in particular categories of the Detailed Budget form. The budget should include costs to be supported by IMLS funds and cost sharing, if applicable. Only those costs necessary to achieve the specific project goals should be included in the budget.

### DETAILED BUDGET

#### Project Costs

The budget should include the project costs that will be charged to grant funds as well as those that will be supported by applicant or third-party cash and in-kind contributions (cost sharing). In-kind contributions include the value of services or equipment that is donated to the project free of charge.

All of the items listed, whether supported by grant funds or cost-sharing contributions, must be reasonable, necessary to accomplish project objectives, allowable in terms of the applicable federal cost principles, auditable, and incurred during the grant period. Charges to the project for items such as salaries, fringe benefits, travel, and contractual services must conform to the written policies and established practices of the applicant organization.

When indirect costs are charged to the project, care should be taken to ensure that expenses included in the organization's indirect cost pool (see Indirect Costs below) are not charged to the project as direct costs.

#### Fringe Benefits

Fringe benefits may include contributions for social security, employee insurance, pension plans, etc. Only those benefits not included in an organization's indirect cost pool may be shown as direct costs.

#### Travel Costs

Applicants who receive grant awards must attend an annual grantee meeting. As part of your travel budget, \$2,500 is included for each year of the grant under IMLS funds to attend the grantee meeting. The lowest available commercial fares for coach

or equivalent accommodations must be used and foreign travel must be undertaken on U.S. flag carriers when such services are available.

**Equipment**

Permanent equipment is defined as nonexpendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more.

**Services**

The costs of project activities to be undertaken by a third-party contractor, including a partner, should be listed under this budget category as a single line item that shows the amount that will be charged to IMLS grant funds and the cost sharing that will be contributed by the third party. A complete itemization of these costs should be attached to the IMLS budget form. If there is more than one contractor, the cost of each contract must be listed separately on the IMLS budget form and must have an attached itemization. Individual consultants may be listed under "Consultant Fees."

**INDIRECT COSTS (OVERHEAD)**

These are costs that are incurred for common or joint objectives and therefore cannot be readily identified with a specific project or activity of an organization. Typical examples of indirect cost-type items are the salaries of executive officers, the costs of operating and maintaining facilities, local telephone service, office supplies, and accounting and legal services.

- Indirect costs are computed by applying a negotiated indirect cost rate to a distribution base (usually the direct costs of the project). Organizations that wish to include overhead charges in the budget, but do not have a current, federally negotiated indirect cost rate or have not submitted a pending indirect cost proposal to a federal agency, may charge an administrative fee to the project of up to 15 percent. IMLS will pay this administrative fee only on that portion of direct project costs that are supported by IMLS funds. This fee may also be applied to the direct project costs that will be supported by the applicant and may therefore be counted as part of the applicant's cost sharing. If an applicant chooses this option, it must be careful to exclude all indirect cost-type items from the budget and the fee may not be applied to more than the first \$5,000 of distorting costs such as equipment purchases or subcontracts.
- If an institution has a federally negotiated indirect cost rate that will be current at the time an award is made, this rate may be used to determine total project costs, as long as the rate is applied in accordance with the negotiated agreement and a copy of the negotiation is forwarded to IMLS with the application. However, IMLS will pay indirect costs only on the portion of the direct costs that are supported by IMLS funds. Indirect costs that are related to the direct project costs that will be supported by the applicant may be included in the budget only as a part of the applicant's cost sharing. IMLS will not accept an indirect cost rate that is scheduled to expire before the award is issued.

- An institution that is in the process of negotiating an indirect cost rate with a federal agency may apply the proposed rate to estimate total project costs as long as it follows the instructions in the previous paragraph in applying the rate and includes the indirect cost proposal in the application material. IMLS will not pay any indirect costs until a rate is negotiated and a copy of the final agreement is submitted to the IMLS Office of Grants Administration. It is possible that the amount of the award will be reduced if the final negotiated rate is less than the rate that was used in the application budget. However, the amount of the award will not be increased if the negotiated indirect cost rate is higher than the rate proposed in the application.
- An organization that will function as a partner in undertaking grant activities may charge an administrative fee to the project of up to 15 percent if it does not have a federally negotiated indirect cost rate that will be current at the time the award is made. If it chooses to charge indirect costs to the project, a copy of the indirect cost negotiation must be attached to the budget itemization.

#### SUMMARY BUDGET

The Summary Budget should clearly identify the amount requested from IMLS, and the amount provided as cash and in-kind contributions by the applicant, by any partners, and from any other sources in the cost-share column.

#### BUDGET JUSTIFICATION

The Budget Justification should explain all elements of the Detailed Budget. For example, the Budget Justification should explain the role of each person listed in the project budget. It should also provide justification for all proposed equipment, supplies, travel, services, and other expenses. The applicant should provide specifications for all hardware and software for which IMLS funding is requested.

**IMLS encourages applicants to contribute as cost sharing the salaries of permanent staff to be employed on a project in proportion to the amount of time they will spend on the project.** If IMLS funding is requested for salaries of permanent staff, the proposal should explain why funds are requested for this purpose and how the regular duties of these individuals will be performed during the grant period.

The Budget Justification should explain the role of any outside consultants and third-party vendors to be employed on the project and how each was identified and selected. Costs for third-party service providers should be documented by bids or otherwise justified.

#### SPECIFICATIONS FOR PROJECTS THAT DEVELOP DIGITAL PRODUCTS

If a project involves digitization, the Specifications for Projects That Develop Digital Products form on pages 2.9–2.12 must be completed. If a proposed project does not involve digitization, the form is not required.

See Guidance for Projects That Develop Digital Products on page 1.9 for information on resources about digitization projects. This information is intended to assist the applicant in learning more about digitization projects.

The following is instructions describing what information to include in the Specifications for Projects That Develop Digital Products form.

#### **PART I**

Complete the appropriate sections. Select box A, B, C, or any combination of these boxes, depending on the original material you will be working with and the digital products you will develop.

##### **Box A. Converting Nondigital Material to Digital Format**

1. Explain the types of original **nondigital** materials you will select for digitization, such as text, photographs, three dimensional art objects, archaeological artifacts, maps, motion pictures, video, etc., and give the quantity of each type. (For audio, video, and motion picture materials, give the total number of minutes or hours to be digitized.) Describe the original format of each type of material you will digitize.
2. Identify all use or access restrictions covering the original material you will digitize. Check the intellectual property condition and give the corresponding percentage of the original material to be digitized for which restrictions exist.
3. Describe the terms of access and use that will apply to the newly digitized material being created by the project. Identify and explain any restrictions that will apply to the digitized material, and specify what percentage if any of the total material will be subject to restrictions. (Examples are copyright, no downloading, registration, etc.)
4. Explain what equipment and software will be used and include specifications that are relevant to the work of the project (such as cameras with zoom capability, scanners, servers, motorized object rigs, etc.). Equipment and software must be described whether you will do the digitization in-house or outsource it to a contractor or partner.

##### **Box B. Creating New Digital Content**

1. Explain the types of digital content you will **create**, such as digital text (e.g., oral history transcripts), photographs, video, audio, Web files, etc., and give the quantity of each type.
2. Describe your plan to obtain releases/permissions from project content creators (e.g., filmmakers) and subjects (e.g., oral history interviewees).
3. Describe the disposition of ownership of the new product. Describe how the new product will be made available to the public. Explain the terms of access and conditions of use. Identify and explain any restrictions that will apply to the new product, and specify what percentage if any of the total material will be subject to restrictions.

4. Explain what equipment and software will be used and include specifications that are relevant to the work of the project (e.g., camera, audio recording equipment, video recording equipment, encoding software, server). Equipment must be described whether you will create the content in-house or outsource it to a contractor or partner.

### **Box C. Repurposing Existing Digital Content**

1. Explain the original materials whose **digital** form you will repurpose, such as digital text (e.g., oral history transcripts), photographs, video, audio, Web files, etc., and give the number of each type. Describe the **digital format** and the amount of the material you will repurpose.
2. Identify copyright and other potential restrictions with regard to the original digital material. Check the intellectual property condition and give the corresponding percentage of the digital material to be repurposed.
3. Describe the terms of access and use of the repurposed digital material. Identify and explain any restrictions that will apply to the repurposed digital material, and specify what percentage if any of the total material will be subject to restrictions. (Examples are copyright, no downloading, registration, etc.)
4. Explain what equipment and software will be used and include specifications that are relevant to the work of the project. Equipment must be described whether you will do the repurposing in-house or outsource it to a contractor or partner.

## **PART II**

Answer all questions.

1. Specify the file formats to be produced and the anticipated quality of each format (e.g., minimum resolution, depth, tone, pixel dimensions, file size, sampling rate, compression ratio, frames per second). If watermarks or other features will be used, explain. Provide information for Master, Access, and Thumbnail versions.
2. Describe the medium that you will use to deliver the digital material (e.g., Internet streaming or download, broadcast, DVD).
3. Describe the underlying software to manage and/or present the content (e.g., DSpace, Fedora, ContentDM).
4. Describe your plan for ensuring the technical quality of the digital product.
5. Explain how descriptive and administrative metadata will be produced and used to describe and manage the content. Include the standards that will be used for data structure, content (e.g., thesauri), protocols, preservation and administrative information, and communication of the content (e.g., MARC, EAD, Dublin Core, PBCore, VRA Core Categories, Categories for the Description of Works of Art).



6. Describe plans for preserving and maintaining the digital material during and after the grant period. The plan should cover storage systems and media to be used, migration plans, maintenance responsibilities, and commitment of institutional funding support.
7. If content will be provided on the Internet, indicate agreement to submit collection level records for digital products to the IMLS Digital Collection and Content Registry. State reasons for selecting alternative approaches.
8. Provide URL(s) for applicant's previously digitized collections, if applicable. If the proposed digital collection will differ substantially in look and feel from collections you previously digitized, explain what the difference will be.

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**SCHEDULE  
OF  
COMPLETION**

The applicant must provide a Schedule of Completion that shows when each major project activity will be completed and how grant funds will be expended throughout the project. The Schedule of Completion must correspond to the activities described in the Narrative. It must include direct costs requested from IMLS for each activity. The dates on your Schedule of Completion must correspond with the project dates on the Face Sheet. The applicant need not follow the sample format on page 2.13 but must provide the same information, indicating milestones for completion of each major project activity and showing how grant funds are to be spent over the course of the project.

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**PROOF OF  
NOT-FOR-  
PROFIT  
STATUS**

The applicant and any partners must submit proof of not-for-profit status which may be either:

- a copy of the IRS letter indicating the organization's eligibility for not-for-profit status under the applicable provisions of the Internal Revenue Code of 1954, as amended, or
- an official document identifying the organization as a unit of state or local government or other tax exempt multipurpose organization. If prepared specifically for this application, the certification must be on the parent organization's letterhead and certified by an official of the parent organization.

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**PROOF OF  
ELIGIBILITY**

Applicants must submit proof that they are eligible not-for-profit organizations that primarily serve and represent Native Hawaiians (as defined in section 7207 of the Native Hawaiian Education Act). As proof of eligibility, applicants must submit the organization's charter documents, including the organization's articles of incorporation. Applicants may provide additional proof of eligibility.

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**THREE-YEAR  
PLAN**

A three-year plan covering the years 2007–2009 is required. This long-term plan should identify community needs and how the library will address those needs. State the library's mission, goals, and the programs and activities that will be implemented to achieve those goals. The three-year plan should include an evaluation plan that will demonstrate progress toward reaching the library's goals. Use the outline below and go to the IMLS Web site at [http://www.imls.gov/pdf/06\\_3yrplan.pdf](http://www.imls.gov/pdf/06_3yrplan.pdf) for a sample three-year plan.



1. Mission Statement
  2. Needs Statement #1
    - a. Goal
    - b. Evaluation Plan
      1. Key Output Targets
      2. Key Outcome Targets
    - c. Activities/Timeline
  3. Needs Statement #2
    - a. Goal
    - b. Evaluation Plan
      1. Key Output Targets
      2. Key Outcome Targets
    - c. Activities/Timeline
- Etc.

IMLS supports and encourages the use of an evaluation tool called Outcome Based Evaluation (OBE). This system of measuring results replaces the question, “What activities did we carry out?” with the question, “What changed as a result of our work?” A focus on measuring outcomes—the effect of an institution’s activities and services on the people it serves—rather than on the services themselves (outputs) is an emerging keystone of library programs. Additional information about OBE is available on the IMLS Web site at <http://www.imls.gov/pdf/pubobe.pdf> or on request from IMLS.

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## ATTACHMENTS

Resumes or vitae of **no more than two pages** each for all personnel working on project activities must be included. For new positions for which IMLS funding is requested, include position descriptions. Also, applicants should include documents that specifically relate to the justification for the project. Information may include needs assessments, letters of support, letters of commitment, specifications for equipment to be purchased, products or evaluations from previously completed or ongoing projects of a similar nature, or other documents for the evaluation of the proposal.

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## IMLS ASSURANCES

To be considered for a grant, an authorized representative/authorizing official must read the Assurances and sign the certification on the Face Sheet. An authorized representative/authorizing official of the applicant organization is a person who has the authority to apply for federal support and to enter into legal agreements in the name of the organization.

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## FOR MORE INFORMATION

For questions, contact: Alison Freese, Senior Program Officer  
Native Hawaiian Library Services  
Phone: (202) 653-4665  
E-mail: [afreese@imls.gov](mailto:afreese@imls.gov)

## Sending the Application to IMLS

Send applications to:

Native Hawaiian Library Services  
Office of Library Services  
Institute of Museum and Library Services  
1800 M Street, NW, Ninth Floor  
Washington, DC 20036-5802

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### SHIPPING

Applications must be postmarked no later than the application deadline:

**May 15, 2006**

Shipping an application to IMLS:

- All applications must be postmarked no later than the application deadline. Applications that do not meet the postmark deadline will be rejected without evaluation.
- All of the first-class and Priority mail sent to IMLS through the U.S. Postal Service is put through an irradiation process, which results in lengthy delays in mail delivery. Support materials (e.g., CDs, videos, slides) put through the irradiation process may suffer irrevocable damage.
- Please consider using commercial delivery services. Applications do not need to be sent overnight; ground service is acceptable.
- If you must use the U.S. Postal Service, IMLS recommends certified or registered mail.
- Due to the length and number of copies required for complete submission, applications cannot be accepted by fax or e-mail.
- In the event that a deadline falls on a day U.S. post offices are closed, such as Sundays and federal holidays, IMLS will accept proposals postmarked the next business day.
- If an application is received more than 30 working days after the postmark deadline, it may not be sent out for review, and may be rejected.

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### IMLS ACKNOWLEDGMENT

- Within 15 working days after the application deadline, IMLS will mail applicants an acknowledgment form with an application log number. If this form is not received, contact IMLS to make sure the application was received.

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### PROOF OF SHIPPING

- IMLS may ask for proof of shipping if the postmark date on the package cannot be read.
- The U.S. Postal Service does not always postmark a package when it receives one. Ask to have the package dated, then verify that it is properly date stamped.
- IMLS will accept a legible receipt stamped by the U.S. Postal Service or a legible dated shipping label, invoice, or receipt from a commercial carrier.
- IMLS will not accept private metered postmarks or private mail receipts unless they contain a legible date stamped by the U.S. Postal Service.
- If using registered mail, the green return receipt card does not meet the IMLS requirement for proof of shipping.

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**PART 2**  
**APPLICATION**  
**FORMS**

## Application Checklist

Use the following checklist to make sure you have included all required materials.

- ☐ Face Sheet
- ☐ Native Hawaiian Library Services Grant Information Form
- ☐ Abstract
- ☐ Narrative
- ☐ Budget
  - ☐ Detailed Budget
  - ☐ Summary Budget
  - ☐ Budget Justification
- ☐ Current, federally negotiated rate agreement for indirect costs, if applicable
- ☐ Specifications for Projects That Develop Digital Products, if applicable
- ☐ Schedule of Completion
- ☐ Proof of not-for-profit status
- ☐ Proof of eligibility
- ☐ Three-Year Plan for 2007–2009
- ☐ Attachments (e.g., resumes, position descriptions, assessments)
- ☐ Originals plus six copies of the complete application package
- ☐ Two additional copies of the Face Sheet
- ☐ 3.5-inch disk or CD with Face Sheet, abstract, narrative, and Specifications for Projects That Develop Digital Products (if applicable)

# Face Sheet

OMB No. 3137-0029

01/31/2007

CFDA No. 45.311

## 1. APPLICANT ORGANIZATION

Legal Name \_\_\_\_\_  
Address 1 \_\_\_\_\_  
Address 2 \_\_\_\_\_  
City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_  
Zip + 4/Postal Code \_\_\_\_\_ Congressional District \_\_\_\_\_  
DUNS Number \_\_\_\_\_ Employer Identification Number (EIN/TIN) \_\_\_\_\_  
Web Address http:// \_\_\_\_\_

## 2. PROJECT INFORMATION

Project Title \_\_\_\_\_  
Project Description \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Grant Period Start Date \_\_\_\_\_ End Date \_\_\_\_\_  
(must begin 10/1/06)

## 3. PROJECT DIRECTOR

Prefix \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_  
Last Name \_\_\_\_\_ Suffix \_\_\_\_\_  
Title \_\_\_\_\_  
Address 1 \_\_\_\_\_  
Address 2 \_\_\_\_\_  
City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_  
Zip + 4/Postal Code \_\_\_\_\_ E-mail \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_

## 4. PRIMARY CONTACT/GRANTS ADMINISTRATOR

☐ Same as Project Director (skip to item 5)

Prefix \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_  
Last Name \_\_\_\_\_ Suffix \_\_\_\_\_  
Title \_\_\_\_\_  
Address 1 \_\_\_\_\_  
Address 2 \_\_\_\_\_  
City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_  
Zip + 4/Postal Code \_\_\_\_\_ E-mail \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_

**CONTINUE TO ITEM 5**

**5. TYPE OF APPLICANT: CHECK THE ONE THAT APPLIES**

- ☐ State Government  
☐ County Government  
☐ City or Township Government  
☐ Special District Government  
☐ Regional Organization  
☐ U.S. Territory or Possession  
☐ Independent School District  
☐ Public/State Controlled Institution of Higher Education  
☐ Indian/Native American Tribal Government (Federally Recognized)  
☐ Indian/Native American Tribal Government (Other than Federally Recognized)  
☐ Indian/Native American Tribally Designated Organization  
☐ Public/Indian Housing Authority  
☐ Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)  
☐ Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education)  
☐ Private Institution of Higher Education  
☐ Individual  
☐ For-Profit Organization (Other than Small Business)  
☐ Small Business  
☐ Hispanic-serving Institution  
☐ Historically Black Colleges and Universities (HBCUs)  
☐ Tribally Controlled Colleges and Universities (TCCUs)  
☐ Alaska Native and Native Hawaiian Serving Institutions  
☐ Nondomestic (non-U.S.) Entity  
☐ Other (specify) \_\_\_\_\_

**6. AUTHORIZED REPRESENTATIVE/AUTHORIZING OFFICIAL**

By signing the application, I certify (1) to the statements contained in the list of certifications\* and (2) that the statements herein are true, complete, and accurate to the best of my knowledge. I also provide the required assurances\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties.

(U.S. Code, Title 218, Section 1001)

☐ I Agree

\*Certifications and assurances are set forth in the IMLS guidelines for the program to which application is made.

Prefix \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_  
 Last Name \_\_\_\_\_ Suffix \_\_\_\_\_  
 Title \_\_\_\_\_  
 E-mail \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

\_\_\_\_\_  
Signature of Authorized Representative/Authorizing Official

\_\_\_\_\_  
Date Signed

# Native Hawaiian Library Services Information Form

Legal Name (from Face Sheet) \_\_\_\_\_

1. Organizational Unit (if different from Legal Name): \_\_\_\_\_

Address 1 \_\_\_\_\_

Address 2 \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip + 4/Postal Code \_\_\_\_\_

Web Address http:// \_\_\_\_\_

## 2. Institutional Profile

Use the space provided or attach a separate sheet to provide an organizational profile of no more than one page that identifies the organization's mission, service area and levels of service, placement within a parent organization (if applicable), and where within the organization the responsibility for the management of the proposed project would be assigned.

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3. Identify which of the following activities will be supported by Native Hawaiian Library Services grant funds (check all that apply):

- ☐ Expand services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages.
- ☐ Develop library services that provide all users with access to information through local, state, regional, national, and international electronic networks.
- ☐ Provide electronic and other linkages between and among all types of libraries.
- ☐ Develop public and private partnerships with other agencies and community-based organizations.
- ☐ Target library services to help increase the access and the ability to use information resources for individuals of diverse geographic, cultural, and socioeconomic backgrounds, for individuals with disabilities, and for individuals with limited functional literacy or information skills.
- ☐ Target library and information services to help increase the access and the ability to use information resources for persons having difficulty using a library, and for underserved urban and rural communities, including children from birth to age 17, from families with incomes below the poverty line (as defined by the Office of Management and Budget).

4. Amount requested from IMLS: \$ \_\_\_\_\_

5. Amount of cost sharing: \$ \_\_\_\_\_

6. Total project costs from all sources: \$ \_\_\_\_\_

7. Digitization project: ☐ Yes ☐ No

# Project Budget Form

## SECTION 1: DETAILED BUDGET

**Budget Period from**     /     /     **to**     /     /

Name of Applicant Organization \_\_\_\_\_

IMPORTANT! READ INSTRUCTIONS ON PAGES 1.13–1.15 BEFORE PROCEEDING.

**SALARIES & WAGES (PERMANENT STAFF)**

NAME/TITLE	No.	METHOD OF COST COMPUTATION	IMLS	COST SHARE	TOTAL
	( )				
	( )				
	( )				
	( )				
<b>TOTAL SALARIES &amp; WAGES</b>			<b>\$</b>		

**SALARIES & WAGES (TEMPORARY STAFF HIRED FOR PROJECT)**

NAME/TITLE	No.	METHOD OF COST COMPUTATION	IMLS	COST SHARE	TOTAL
_____	( )	_____	_____	_____	_____
_____	( )	_____	_____	_____	_____
_____	( )	_____	_____	_____	_____
_____	( )	_____	_____	_____	_____
<b>TOTAL SALARIES &amp; WAGES</b>			<b>\$</b>		

## FRINGE BENEFITS

RATE		SALARY BASE	IMLS	COST SHARE	TOTAL
_____	% of \$ _____	_____	_____	_____	_____
_____	% of \$ _____	_____	_____	_____	_____
_____	% of \$ _____	_____	_____	_____	_____
_____	% of \$ _____	_____	_____	_____	_____
<b>TOTAL FRINGE BENEFITS \$</b>					

## CONSULTANT FEES

NAME/TYPE OF CONSULTANT	RATE OF COMPENSATION (DAILY OR HOURLY)	NO. OF DAYS (OR HOURS) ON PROJECT	IMLS	COST SHARE	TOTAL
<b>TOTAL CONSULTANT FEES \$</b>					

## TRAVEL

FROM/TO	NUMBER OF: PERSONS	DAYS	SUBSISTENCE COSTS	TRANSPORTATION COSTS	IMLS	COST SHARE	TOTAL
IMLS Meeting	( )	( )			2,500		
	( )	( )					
	( )	( )					
	( )	( )					
<b>TOTAL TRAVEL COSTS</b>					<b>\$</b>		



# Project Budget Form

## SECTION 1: DETAILED BUDGET CONTINUED

### MATERIALS, SUPPLIES, & EQUIPMENT

ITEM	METHOD OF COST COMPUTATION	IMLS	COST SHARE	TOTAL
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
<b>TOTAL COST OF MATERIALS, SUPPLIES, &amp; EQUIPMENT \$</b>		_____	_____	_____

### SERVICES

ITEM	METHOD OF COST COMPUTATION	IMLS	COST SHARE	TOTAL
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
<b>TOTAL SERVICES COSTS \$</b>		_____	_____	_____

### OTHER

ITEM	METHOD OF COST COMPUTATION	IMLS	COST SHARE	TOTAL
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
<b>TOTAL OTHER COSTS \$</b>		_____	_____	_____

<b>TOTAL DIRECT PROJECT COSTS \$</b> _____
--

### INDIRECT COSTS

Read the instructions about Indirect Costs on pages 1.14–1.15 before completing this section.

Applicant organization is using (check one):

- ☐ An indirect cost rate that does not exceed 15 percent  
☐ A current, federally negotiated indirect cost rate

\_\_\_\_\_  
 Name of Federal Agency

\_\_\_\_\_  
 Expiration Date of Agreement

- ☐ A proposed rate while negotiating a federally negotiated indirect cost rate (applicant must include a copy of the indirect cost proposal in the application)

\_\_\_\_\_  
 Name of Federal Agency

\_\_\_\_\_  
 Date of Proposal

### Indirect Cost Calculations

\_\_\_\_\_% of \$\_\_\_\_\_ (modified direct IMLS costs) = \$\_\_\_\_\_ IMLS indirect portion

\_\_\_\_\_% of \$\_\_\_\_\_ (modified direct Cost Share costs) = \$\_\_\_\_\_ Cost Share indirect portion

Total indirect costs = \$\_\_\_\_\_

# Project Budget Form

## SECTION 2: SUMMARY BUDGET

Name of Applicant Organization \_\_\_\_\_

IMPORTANT! READ INSTRUCTIONS ON PAGES 1.13–1.15 BEFORE PROCEEDING.

### DIRECT COSTS

	IMLS	COST SHARE	TOTAL
SALARIES & WAGES	_____	_____	_____
FRINGE BENEFITS	_____	_____	_____
CONSULTANT FEES	_____	_____	_____
TRAVEL	_____	_____	_____
MATERIALS, SUPPLIES, & EQUIPMENT	_____	_____	_____
SERVICES	_____	_____	_____
OTHER	_____	_____	_____

**TOTAL DIRECT COSTS**      \$ \_\_\_\_\_      \$ \_\_\_\_\_      \$ \_\_\_\_\_

**INDIRECT COSTS\***      \$ \_\_\_\_\_      \$ \_\_\_\_\_      \$ \_\_\_\_\_

\*You may request indirect costs from IMLS only on the direct project costs requested from IMLS.

**TOTAL PROJECT COSTS**      \$ \_\_\_\_\_

**AMOUNT OF CASH CONTRIBUTIONS**      \$ \_\_\_\_\_

**AMOUNT OF IN-KIND CONTRIBUTIONS**      \$ \_\_\_\_\_  
(INSTITUTIONAL COST SHARING) INCLUDING INDIRECT COSTS

**TOTAL AMOUNT OF COST SHARE (CASH & IN-KIND CONTRIBUTIONS)**      \$ \_\_\_\_\_

**AMOUNT REQUESTED FROM IMLS, INCLUDING INDIRECT COSTS**      \$ \_\_\_\_\_

**PERCENTAGE OF TOTAL PROJECT COSTS REQUESTED FROM IMLS**      \_\_\_\_\_ %

Have you received or requested funds for any of these project activities from another federal agency?  
(Please check one)    ☐ Yes    ☐ No

If yes, name of agency \_\_\_\_\_

Date of application \_\_\_\_\_ or award \_\_\_\_\_ Amount requested or received \$ \_\_\_\_\_

# Specifications for Projects That Develop Digital Products

## PART I. COMPLETE THE APPROPRIATE SECTIONS.

### A. Converting Nondigital Material to Digital Format

1. Describe types and original formats of materials to be selected for digitization and quantity of each.

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2. Identify copyright issues and other potential restrictions with regard to the original nondigital material.

- ☐ Public domain \_\_\_\_\_ % of total
- ☐ Permissions have been obtained \_\_\_\_\_ % of total
- ☐ Permissions to be requested \_\_\_\_\_ % of total. Plan to address: \_\_\_\_\_

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- ☐ Privacy concerns \_\_\_\_\_ % of total. Plan to address: \_\_\_\_\_

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- ☐ Other \_\_\_\_\_ % of total. Explain. \_\_\_\_\_

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3. Describe how the newly digitized material will be made available to the public. Explain the terms of access and conditions of use. Identify and explain any restrictions that will apply to digitized material, and specify what percentage if any of the total material will be subject to restrictions.

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4. List the equipment and software, with specifications, whether purchased, leased, or outsourced, that will be used (e.g., camera, scanner, server, A/D audio or video converter):

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**B. Creating New Digital Content**

1. Describe types of materials to be created in digital form and quantity of each.

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2. Describe plan to obtain releases/permissions from project content creators and subjects.

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3. Describe disposition of ownership of the new product. Describe how the new product will be made available to the public. Explain the terms of access and conditions of use. Identify and explain any restrictions that will apply to the new content, and specify what percentage if any of the total material will be subject to restrictions.

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4. List the equipment and software, with specifications, whether purchased, leased, or outsourced, that will be used (e.g., camera, audio recording equipment, video recording equipment, encoding software, server).

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**C. Repurposing Existing Digital Content**

1. Describe types and formats of digital materials to be selected for repurposing and quantity of each.

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2. Identify copyright issues and other potential restrictions with regard to the original digital material.

- ☐ Public domain \_\_\_\_\_ % of total
- ☐ Permissions have been obtained \_\_\_\_\_ % of total
- ☐ Permissions to be requested \_\_\_\_\_ % of total. Plan to address: \_\_\_\_\_

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- ☐ Privacy concerns \_\_\_\_\_ % of total. Plan to address: \_\_\_\_\_

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(Box C continues next page)

*(Box C, continued)*

☐ Other \_\_\_\_\_ % of total. Explain. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Describe how the repurposed material will be made available to the public. Explain the terms of access and conditions of use. Identify and explain any restrictions that will apply to the repurposed material, and specify what percentage if any of the total material will be subject to restrictions.
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

4. List the equipment and software, with specifications, whether purchased, leased, or outsourced, that will be used (e.g., MPEG encoder, nonlinear editing system, GIS software).
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## **PART II. ANSWER ALL QUESTIONS.**

1. Specify each type of file format (e.g., TIFF, JPEG, MPEG) to be produced and anticipated quality (e.g., minimum resolution, depth, tone, pixel dimensions, file size, sampling rate) of each.

Master \_\_\_\_\_

\_\_\_\_\_

Access \_\_\_\_\_

\_\_\_\_\_

Thumbnail \_\_\_\_\_

\_\_\_\_\_

2. Describe the delivery medium that will be used (e.g., Internet, broadcast, DVD).
- \_\_\_\_\_
- \_\_\_\_\_

3. Describe the underlying software to manage and/or present the content (e.g., DSpace, Fedora, Content-DM). \_\_\_\_\_
- \_\_\_\_\_

4. Describe the quality control plan. \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

5. Explain how descriptive and administrative metadata will be produced and used to describe and manage the content. Include the standards that will be used for data structure, content (e.g., thesauri), protocols, preservation and administrative information, and communication of the content (e.g., MARC, EAD, Dublin Core, PBCore, VRA Core Categories, or Categories for the Description of Works of Art).

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6. Describe plans for preservation and maintenance of the digital files during and after the expiration of the grant period (e.g., storage systems, migration plans, commitment of institutional funding).

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7. If content will be provided on the Internet, indicate agreement to submit collection level records for digital products to the IMLS Digital Collection Registry. State reasons for selecting alternative approaches.

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8. Provide URL(s) for applicant's previous digital products, if applicable.

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The applicant must provide a Schedule of Completion that shows when each major project activity will be completed and how grant funds will be expended throughout the project. The Schedule of Completion must correspond to the activities described in the Narrative. It must include direct costs requested from IMLS for each activity. The dates your Schedule of Completion must correspond with the project dates on the Face Sheet. The applicant need not follow this sample format but must provide the same information, indicating milestones for completion of each major project activity and showing how grant funds are to be spent over the course of the project.

	Year: _____											
	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.
Activity 1			\$7,000									
Activity 2							\$10,000					
Activity 3							\$7,000					
Activity 4												\$40,000
Activity 5										\$10,000		
Activity 6											\$7,000	
Activity 7												\$5,000
Activity 8												\$26,500
Activity 9											\$4,000	
Activity 10												\$7,000
Activity 11												\$4,000
Direct costs requested from IMLS:												\$127,500

## IMLS Assurances

*The IMLS is required to obtain from all applicants certifications regarding federal debt status, debarment and suspension, nondiscrimination, and a drug-free workplace. Applicants requesting more than \$100,000 in grant funds must also certify regarding lobbying activities and may be required to submit a "Disclosure of Lobbying Activities" (Standard Form LLL). Some applicants will be required to certify that they will comply with other federal statutes that pertain to their particular situation. These requirements are incorporated in the Assurances Statement below. If you receive a grant, you must comply with these requirements.*

### ASSURANCES STATEMENT

By signing the application form, the authorized representative/authorizing official, on behalf of the applicant, assures and certifies that, should a grant be awarded, it will comply with the statutes outlined below and all related IMLS regulations. These assurances are given in connection with any and all financial assistance from IMLS after the date this form is signed, but may include payments after this date for financial assistance approved prior to this date. These assurances shall obligate the applicant for the period during which the federal financial assistance is extended. The applicant recognizes and agrees that any such assistance will be extended in reliance on the representations and agreements made in these assurances, and that the United States government has the right to seek judicial enforcement of these assurances, which are binding on the applicant, its successors, transferees, and assignees, and on the authorizing official whose signature appears on the application form.

#### I. CERTIFICATIONS REQUIRED OF ALL APPLICANTS

##### FINANCIAL, ADMINISTRATIVE, AND LEGAL ACCOUNTABILITY

The authorized representative/authorizing official, on behalf of the applicant, certifies that the applicant has legal authority to apply for federal assistance and the institutional, managerial, and financial capability (including funds sufficient to pay the nonfederal share of project costs) to ensure proper planning, management, and completion of the project described in this application.

The authorized representative/authorizing official, on behalf of the applicant, certifies that the applicant will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 (31 U.S.C. § 7501 et seq.) and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."

The authorized representative/authorizing official, on behalf of the applicant, certifies that the applicant will comply with the provisions of all relevant IMLS regulations, including 45 CFR § 1183, "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments."

##### FEDERAL DEBT STATUS

The authorized representative/authorizing official, on behalf of the applicant, certifies to the best of his or her knowledge and belief that the applicant is not delinquent in the repayment of any federal debt.



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**DEBARMENT  
AND  
SUSPENSION**

The authorized representative/authorizing official, on behalf of the applicant, certifies to the best of his or her knowledge and belief that the applicant and its principals:

- (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
- (b) have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, or in connection with a violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
- (d) have not within a three-year period preceding this application/proposal had one or more public transactions (federal, state, or local) terminated for cause or default.

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**NON-  
DISCRIMINATION**

The authorized representative/authorizing official, on behalf of the applicant, certifies that the applicant will comply with the following nondiscrimination statutes and their implementing regulations:

- (a) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000 et seq.), which prohibits discrimination on the basis of race, color, or national origin;
- (b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 et seq.), which prohibits discrimination on the basis of disability;
- (c) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-83, 1685-86), which prohibits discrimination on the basis of sex in education programs; and
- (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. § 6101 et seq.), which prohibits discrimination on the basis of age.

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**DRUG-FREE  
WORKPLACE  
ACT OF  
1988**

(A) The authorized representative/authorizing official, on behalf of the applicant, certifies that the applicant will or will continue to provide a drug-free workplace by:

- (a) publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the action that will be taken against employees for violation of such prohibition;
- (b) establishing an ongoing drug-free awareness program to inform employees about:
  - (1) the dangers of drug abuse in the workplace;
  - (2) the grantee's policy of maintaining a drug-free workplace;
  - (3) any available drug counseling, rehabilitation, and employee assistance programs; and
  - (4) the penalties that may be imposed on employees for drug abuse violations occurring in the workplace;
- (c) making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

- (d) notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:
    - (1) abide by the terms of the statement; and
    - (2) notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace not later than five calendar days after such conviction;
  - (e) notifying the agency in writing within ten (10) calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the federal agency has designated a central point for the receipt of such notices. Notices shall include the identification number(s) of each affected grant;
  - (f) taking one of the following actions within thirty (30) days of receiving notice under subparagraph (d)(2) with respect to any employee who is so convicted:
    - (1) taking appropriate personnel action against such an employee, up to and including termination consistent with the requirements of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 et seq.); or
    - (2) requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law, or other appropriate agency; and
  - (g) making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).
- (B) The applicant shall either identify the site(s) for the performance of work done in connection with the project in the application material or shall keep this information on file in its office so that it is available for federal inspection. The street address, city, county, state, and zip code should be provided whenever possible.

**CERTIFICATION  
REGARDING  
LOBBYING  
ACTIVITIES  
(APPLIES TO  
APPLICANTS  
REQUESTING  
FUNDS IN  
EXCESS OF  
\$100,000)**

The authorized representative/authorizing official certifies to the best of his or her knowledge and belief that:

- (a) no federal appropriated funds have been paid or will be paid, by or on behalf of the authorized representative/authorizing official, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of a federal contract, the making of a federal grant, the making of a federal loan, the entering into of a cooperative agreement, or the extension, continuation, renewal, amendment, or modification of a federal contract, grant, loan, or cooperative agreement;
- (b) if any funds other than appropriated federal funds have been paid or will be paid to any person (other than a regularly employed officer or employee of the applicant) for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the authorizing official shall request, complete, and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions; and

- (c) the authorized representative/authorizing official shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

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**GENERAL  
CERTIFICATION**

The authorized representative/authorizing official, on behalf of the applicant, certifies that it will comply with all applicable requirements of all other federal laws, executive orders, regulations, and policies governing the program.

**II. CERTIFICATIONS REQUIRED OF SOME APPLICANTS**

The following certifications are required if applicable to the project for which an application is being submitted. Applicants should be aware that additional federal certifications, not listed below, might apply to a particular project.

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**HISTORIC  
PROPERTIES**

The authorized representative/authorizing official, on behalf of the applicant, certifies that the applicant will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. § 470f), Executive Order (E.O.) 11593, and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. § 469 et seq.).

*For further information on these certifications, contact IMLS at 1800 M Street, NW, Ninth Floor, Washington, DC 20036-5802, or call (202) 653-IMLS (4657).*



## TIPS FOR WRITING GOOD GRANT PROPOSALS

- Start with a good idea! Identify the problem you are trying to solve and a potential solution that grant funding would support. Remember that competitive programs are often very competitive. In general, projects that benefit more than one institution and reach a broad audience will be the most competitive.
- Match your idea with the appropriate funder and program—contact the program officer to find out if your idea matches the goals of the program.
- Read the program guidelines carefully and note all instructions and deadlines. It takes time to develop a good proposal and a good project, so give yourself plenty of it.
- Assemble your project team, including external partners—your team will be your most important asset.
- Meet to discuss all aspects of the project and all of the program evaluation criteria—identify assets, weaknesses, and potential allies. Ask questions: Who is the target audience? What are the anticipated outcomes (who will benefit and how)? How can the benefits be measured (how will you know if you succeed)? Who will know about it? Generally, projects involving two or more institutions will require time and ongoing discussions to develop a strong relationship, but projects based on these kinds of collaborative relationships will be more competitive for funding and more successful in execution. Involve potential allies as partners, members of advisory boards, or writers of support letters. They will help to disseminate results and extend the benefit.
- Develop a draft proposal—follow the recommended format and all instructions, and address all of the evaluation criteria in the order prescribed. Be sure to highlight your assets and try to resolve potential weaknesses (e.g., arrange to hire a consultant if your team lacks expertise in a specific area). Write in plain, understandable language.
- Contact your program officer for clarification of questions.
- Ask others who have not been involved in the project to read your draft—they may notice an important omission or weakness.
- Revise your proposal and submit it on time.
- If your proposal is not successful, do not be discouraged. Read the reviewers' comments carefully—they can provide important suggestions for improving your project. Ask your program officer to help clarify any comments that you do not understand.

### **Equal Opportunity Statement**

IMLS programs do not discriminate on the basis of race, color, national origin, sex, disability, or age. For further information, write to the Civil Rights Officer, Institute of Museum and Library Services, 1800 M Street, NW, Ninth Floor, Washington, DC 20036-5802.



1800 M Street, NW, 9th Floor

Washington, DC 20036-5802

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